

## Visual Cue Needs of Library Services

1 1 1 1 1 1 1

CAD staff do all up-front processing for 407 materials except for 1st copy CIPs; send items directly to LS cataloging teams except for 1st copy CIPs.

## REPORT OF SEARCHER

This statement relates to a proposed “to be” workflow for 407 materials done by CAD staff and assumes the following:

- 1) CAD staff will do all the steps necessary to enable an item to be sent directly to a cataloging team;
- 2) staff doing selected 407's work in LCDB;
- 3) selection and setting priority take place in CAD;
- 4) only selected items and CIPs are forwarded to LS;
- 5) when CAD receives 2 copies and they are selected or are CIPs, they are forwarded to LS together;
- 6) some CIP material will continue to be declared out of scope for the collections at the CIP stage; for material in scope, the CIP default selection will remain at 2 copies (the selection stated in the CIP record until an actual copy is received and selection is done based on the physical item); the number of shelf copies to be selected is stated in field 925; this field also reflects any changes in the selection decision for CIPs;
- 7) CIPs will continue to be 1111'd in the CIP Div. and 1st copy CIPs will be sent to that div.;
- 8) there is agreement on at least a subset of data elements that will constitute an IBC record that meets both CAD and LS needs.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
New Work	Other	1st Copy CIP	
Send to: <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ASCD	CIP	G&M	HLCD
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RCCD	SMCD	SSCD	

LCCN: \_\_\_\_\_

Stream: 906 \$c =      copycat      origres      pccadap

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To process materials on a timely basis, LS CIP Division and LS cataloging teams need a visual cue indicating:

- 1) priority;
- 2) whether the item is a 1st copy received CIP;
- 3) whether the item is a new work or not;
- 4) LCCN (at least until STARS replacement);
- 5) routing to cataloging division or CIP (1st copy CIP);
- 6) source of IBC record when other than created from scratch in LCDB.

The above information can be combined into one slip; most of the other slips from the table of slips relating to bibliographic orientation would be needed as well.

The visual cues for priority will be color coded in the same colors as currently used.

The slip at the right is a proposed model that reflects the above. It would be used for materials assigned Priority 1. The priority numbers will also be printed on the verso of the slip so that the priority is visible from both sides of the slip.

Visual Cue Needs of Library Services

2 2 2 2 2 2 2

CAD staff do all up-front processing for 407 materials except for 1st copy CIPs; send items directly to LS cataloging teams except for 1st copy CIPs.

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4) only selected items and CIPs are forwarded to LS;
5) when CAD receives 2 copies and they are selected or are CIPs, they are forwarded to LS together;
6) some CIP material will continue to be declared out of scope for the collections at the CIP stage;
7) CIPs will continue to be 1111'd in the CIP Div. and 1st copy CIPs will be sent to that div.;
8) there is agreement on at least a subset of data elements that will constitute an IBC record that meets both CAD and LS needs.

Form with checkboxes for New Work, Other, 1st Copy CIP, and Send to: ASCD, CIP, G&M, HLCD, RCCD, SMCD, SSCD.

LCCN: \_\_\_\_\_

Stream: 906 \$c = copycat origres pccadap

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Visual Cue Needs of Library Services

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- 5) when CAD receives 2 copies and they are selected or are CIPs, they are forwarded to LS together;
- 6) some CIP material will continue to be declared out of scope for the collections at the CIP stage; for material in scope, the CIP default selection will remain at 2 copies (the selection stated in the CIP record until an actual copy is received and selection is done based on the physical item); the number of shelf copies to be selected is stated in field 925; this field also reflects any changes in the selection decision for CIPs;
- 7) CIPs will continue to be 1111'd in the CIP Div. and 1st copy CIPs will be sent to that div.;
- 8) there is agreement on at least a subset of data elements that will constitute an IBC record that meets both CAD and LS needs.

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The above information can be combined into one slip; most of the other slips from the table of slips relating to bibliographic orientation would be needed as well.

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REPORT OF SEARCHER

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	New Work	Other	1st Copy CIP
Send to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ASCD	CIP	G&M
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RCCD	SMCD	SSCD

LCCN: \_\_\_\_\_

Stream: 906 \$c =    copycat    origres    pccadap

## Visual Cue Needs of Library Services

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- 1) CAD staff will do all the steps necessary to enable an item to be sent directly to a cataloging team;
- 2) staff doing selected 407's work in LCDB;
- 3) selection and setting priority take place in CAD;
- 4) only selected items and CIPs are forwarded to LS;
- 5) when CAD receives 2 copies and they are selected or are CIPs, they are forwarded to LS together;
- 6) some CIP material will continue to be declared out of scope for the collections at the CIP stage; for material in scope, the CIP default selection will remain at 2 copies (the selection stated in the CIP record until an actual copy is received and selection is done based on the physical item); the number of shelf copies to be selected is stated in field 925; this field also reflects any changes in the selection decision for CIPs;
- 7) CIPs will continue to be 1111'd in the CIP Div. and 1st copy CIPs will be sent to that div.;
- 8) there is agreement on at least a subset of data elements that will constitute an IBC record that meets both CAD and LS needs.

To process materials on a timely basis, LS CIP Division and LS cataloging teams need a visual cue indicating:

- 1) priority;
- 2) whether the item is a 1st copy received CIP;
- 3) whether the item is a new work or not;
- 4) LCCN (at least until STARS replacement);
- 5) routing to cataloging division or CIP (1st copy CIP);
- 6) source of IBC record when other than created from scratch in LCDB.

The above information can be combined into one slip; most of the other slips from the table of slips relating to bibliographic orientation would be needed as well.

The visual cues for priority will be color coded in the same colors as currently used.

The slip at the right is a proposed model that reflects the above. It would be used for materials assigned Priority 1. The priority numbers will also be printed on the verso of the slip so that the priority is visible from both sides of the slip.

## REPORT OF SEARCHER

### MINIMAL LEVEL CATALOGING

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	New Work	Other	1st Copy CIP
Send to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ASCD	CIP	G&M
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	RCCD	SMCD	SSCD

LCCN: \_\_\_\_\_

Stream: 906 \$c =      cypcat      origes      pccadap

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## Visual Cue Needs of Library Services

1 1 1 1 1 1 1

408 staff do not search LCDB

CIP data in book

At the present time (July 10, 2002) the plan is for staff processing 408 materials not to search the LCDB. They will, however, make selection decisions and input into the record in the CODB basic information needed by LS staff doing Initial Bibliographic Control (IBC). This information will be provided LS staff on a printout derived from the CODB and inserted in the book. At the time of the pilot project associated with 408 staff doing selection, printouts will not be possible because the CO system to produce them will not have been developed. For the pilot project, it will be necessary to use a slip the will be filled in by staff processing 408 materials.

Selection Decision:

\_\_\_\_\_ Acquire 1  
\_\_\_\_\_ Acquire 2  
\_\_\_\_\_ Do not acquire

*(This selection decision may not reflect that in an existing CIP record in the LCDB)*

This statement relates to the 408 pilot project and consists of the following assumptions:

- 1) staff doing selected 407's work in LCDB;
- 2) staff doing 408's work in CODB but use a system that does not search across platforms; thus they do **not** search the LCDB and require a **slightly different slip from the one used by 407 staff**;
- 3) selection and setting priority take place in CO;
- 4) only selected items and CIPs are forwarded to LS;
- 5) when CO receives 2 copies and they are selected or are CIPs, they are forwarded to LS together;
- 6) LS staff receive items from CO in a staging area for additional processing (currently CIP Div.);
- 7) some CIP material will continue to be declared out of scope for the collections at the CIP stage; for material in scope, the CIP default selection will remain at 2 copies (the selection stated in the CIP record until an actual copy is received and selection is done based on the physical item).

To process materials on a timely basis, LS staff need a visual cue indicating:

- 1) priority;
- 2) whether the item is a probable CIP;
- 3) the selection decision;
- 4) whether the item is an added copy (but cannot be known if 408 staff do not search LCDB);
- 5) for 408's, possibly the control number or other access to the record in the CODB.

The slip at the right is a proposed model that reflects the above.

There will be 4 slips of different color, one each for priority 1 (fucia), 2 (orange), 3 (blue), and 4 (yellow). The priority numbers will also be printed on the verso of the slip so that the priority is visible from both sides of the slip.

## Cataloging Priority

(Circle appropriate cataloging priority.)

**2**                      **3**                      **4**

**core brief reg. no. (no cataloging)**

## SELECTION DECISION

(Check appropriate box. One box must be checked.)

Acquire 1

Acquire 2

Do not acquire

## CO SENDING 1 COPY TO DCSU

(Check if YES. Leave blank otherwise.)

Yes, CO sent 1 copy to DCSU.

*Note to music staff: If box checked, 1 copy has been forwarded to DCSU; if box **NOT** checked, return this copy, **IF SURPLUS**, to CO.*

The above slip is a proposed model for recording CO selection decision for music deposits. CO staff will

1. circle the appropriate cataloging priority number under which the item in hand is to be processed. CO staff;
2. check whether 1, 2 or no copies are wanted for LC collection;
3. check the Deposit Copy Storage Unit box when a copy has been forwarded to that unit. LS staff will return to CO any 408 receipt that is determined to be surplus AND the DCSU box is blank.

If a work has CIP data, CO staff will forward to TX/SO for selection decision. TX/SO will slip work as appropriate, and return to CO staff.

**Cataloging Priority**  
(Circle appropriate cataloging priority.)

1      2      3      4

**CIP data and/or LCCN present?**

(Check if YES. Leave blank if otherwise.)

Yes, CIP/LCCN present.

*Note to CO staff: Even if selection decision below is "Do not acquire," 1 copy must be sent to CIP when this box is checked*

**SELECTION DECISION**

(Check appropriate box. One box must be checked.)

Acquire 1

Acquire 2

Do not acquire

**CO SENDING 1 COPY TO DCSU**

(Check if YES. Leave blank otherwise.)

Yes, CO sending 1 copy to DCSU.

*Note to CIP staff: If box checked, 1 copy has been forwarded to DCSU; if box NOT checked, return this copy, IF SURPLUS, to CO.*

At the present time (August 31, 2002) the plan is for staff processing 408 materials not to search the LCDB. They will fill out a slip to provide Library Services staff in CIP with basic data as described below.

This statement relates to the 408 pilot project and consists of the following assumptions:

1. 408 staff do not search across platforms, including LCDB;
2. Selection and setting priority take place in CO, and this is considered the authoritative selection decision.
3. CIP staff will abide by CO selection decision, and modify CIP default selection accordingly;
4. Only selected items, CIPs, and items with LCCNs or other data printed in them which may imply CIP are forwarded to CIP;
5. When CO receives 2 copies and both are selected, they are forwarded to CIP together. When only 1 of the 2 copies is selected or when no copy is selected but CIP data is present or implied, CO will send only 1 copy to CIP.
6. CIP staff receive in a staging area the above items for additional processing;
7. CIP staff add its normal slips (the ones presently used) to selected and not selected material and forward accordingly to LS cataloging, Surplus Books, or DCSU (via CO). [SEE discussion below.]
8. Before sending extra CO copies to Surplus, CIP staff check selection sheet to see if a copy has already gone to DCSU. If no, then CIP staff must send one CO copy to DCSU via CO. If yes, CIP may send extra copy to Surplus.

For all material going to LS cataloging, CIP staff will keep CO selection slip in deposit(s), and will supplement with its own slips so as to have full complement of LS visual cues indicating:

1. priority;
  2. whether the item is a probable CIP or PCN;
  3. the selection decision;
- whether CO has sent 1 copy to DCSU  
whether the item is an added copy (but cannot be known if 408 staff do not search LCDB);  
for 408's, possibly the control number or other access to the record in the COINS.

The above slip is a proposed model for recording CO selection decision, concerning priority and selection only. There will be one slip headed by the numbers 1-4 for cataloging priority. CO staff will circle the priority number under which the item in hand is to be processed. CO staff will check the Deposit Copy Storage Unit box when a copy has been forwarded to that unit. LS staff will return to CO any 408 receipt that is determined to be surplus **AND** the DCSU box has **NOT** been checked.